

PRIORITY: Regular
Emergency
True Emergency should be telephone to NLSC.

FROM: NAME OF OFFICE						ORGANIZATION CODE		DATE OF REQUISITION	
TO: SUPPLY OFFICE AT									
SHIP TO: MAILING ADDRESS ONLY (NOAA Hdq. Office - enter building and room no.)						WEIGHT		CARRIER	
						BILL OF LADING NUMBER			
						FILLED BY		DATE	
TASK NUMBER	NATIONAL STOCK NUMBER (For each item)	A-23 NUMBER	UNIT OF ISSUE	QTY. ORDERED	KILL	DESCRIPTION OF ITEM		QTY. ISSUED	UNIT PRICE
								TOTAL VALUE	
CHARGE TO INVENTORY OF: (If other than consignee)					COST ACCOUNTING DATA				
						ORG. CODE	TASK NUMBER	OBJECT CLASS	
					SUPPLIES/EQUIP.				
REQUESTED BY					TRANSPORTATION				
SIGNATURE OF OFFICIAL IN CHARGE					SPECIAL SHIPPING INSTRUCTIONS OR ADDRESSES				
APPROVED BY									
SIGNATURE OF DESIGNATED OFFICIAL									

INSTRUCTIONS

1. Priority: "REGULAR" requisitions are those submitted at the regular prescribed intervals of the type of items ordered.

"EMERGENCY" requisitions are those which require immediate processing and may result in additional costs (e.g., overtime and transportation costs) to the user.

2. Type of Requisition: NOAA 37-4 is to be used for ordering forms and stores stock items only. NOAA 24-12 is to be used to order publications. NLSS & NWS SPECIAL PROJECT items are not to be ordered on NOAA 37-4.

3. Field requisitions shall be submitted directly to stores activity.

4. Requisitions should be typed.

5. Double space between each item requested.

6. Task Number: The Task Number column is required when different items are charged to different task numbers. If all items are to be charged to the same task number the task number shown under Cost Accounting Data is sufficient.

7. A concise description should be entered for each item.

8. The A-23 document number is the number of the failure report associated with the particular item ordered. If an item ordered is not associated with a particular failure report enter 99999. DO NOT submit a requisition without an A-23 number (required only for National Weather Service requisitions).

9. If an item is out of stock a backorder will be automatically established for that specific item unless an "X" has been placed in the "KILL" column.

10. Stations are not required to enter freight or express shipping addresses. The supply office furnishing the supplies will select correct destination address as determined by method of shipment. Stations may enter shipping information or remarks when special destination must be shown or when special circumstances require it in block titled "Special Shipping Instructions or Addresses."

11. If the organization code inserted in the "Cost Accounting Data" block is different than the "Ship To" block, then insert shipping address in "Special Shipping Instructions or Addresses" block.

12. Requisitions submitted without required information or with incorrect accounting data will be returned to originating office for correction prior to action.

13. The number 5 copy shall be detached and retained by the requisitioning office. The exposed carbon shall be detached, but the remaining carbons shall be left intact.